

DEBT FEES FIXED FEE STRUCTURE

Non-Protocol Debt Recovery Claims

VALUE OF CLAIM £	STAGE 1 (£ + VAT)	STAGE 2* (£ + VAT)	STAGE 3 (£ + VAT)	Recoverable costs £ (service by court)	Court fee payable £
25.00 – 500.00	75.00	100.00	110.00	50.00 – issue 22.00 – j'ment	35.00/50.00
500.01 – 1,000.00	75.00	100.00	130.00	70.00 – issue 22.00 – j'ment	80.00
1,000.01 – 3,000.00	75.00	100.00	160.00	80.00 – issue 22.00 – j'ment	80.00/115.00
3,000.01 – 5,000.00	75.00	150.00	210.00	80.00 – issue 22.00 – j'ment	205.00
5,000.01 – 10,000.00	75.00	200.00	410.00	100.00 – issue 30.00 – j'ment	455.00
10,000.01 – 20,000.00	75.00	200.00	610.00	100.00 – issue 30.00 – j'ment	5% of debt
20,000.01 – 30,000.00	75.00	200.00	810.00	100.00 – issue 30.00 – j'ment	5% of debt
30,000.01 – 40,000.00	75.00	200.00	1,255.00	100.00 – issue 30.00 – j'ment	5% of debt
40,000.01 – 50,000.00	75.00	200.00	1,255.00	100.00 – issue 30.00 – j'ment	5% of debt
50,000.01 – 75,000.00	75.00	200.00	1,505.00	100.00 – issue 30.00 – j'ment	5% of debt
75,000.01 – 100,000.00	75.00	230.00	2,005.00	100.00 – issue 30.00 – j'ment	5% of debt
100,000.01 – 150,000.00	75.00	230.00	2,005.00	100.00 – issue 30.00 – j'ment	5% of debt
150,000.01 +	75.00	230.00	2,005.00	100.00 – issue 30.00 – j'ment	5% of the debt (capped at 10,000 for debts over £200,000)

Please see below as to the work covered for each stage outlined.

WORK CARRIED OUT BY SOLICITOR

STAGE OF PROCEEDINGS	WORK TO BE CARRIED OUT
Stage 1	<p>Letter before action only</p> <p>A letter will be sent to your debtor setting out that payment of a sum of money is required within 7-14 days</p> <p>No further work, such as negotiations or payment plans, will be undertaken, please see stage 2.</p>
Stage 2	<p>Negotiations pre-issue</p> <p>We will negotiate with your debtor in terms of repayment or setting up payment plans for you to collect the debt. This work will include reporting to you and taking your instructions and liaising with your debtor.</p> <p>If there is a dispute over the money owed, this further work will include setting out your case in further detail to the debtor and explaining/providing any further information to support your case.</p> <p><i>*Stage 2 will be limited to 1 hour of work. If further work is required we will agree a further fixed fee with you.</i></p>
Stage 3	<p>Issue of Proceedings and Judgment</p> <p>This work will include drafting, issuing and serving the claim form on your opponent. If no Defence is filed, we will request Judgment on your behalf. Once this is obtained you will then need to consider how the Judgment is enforced. Please ask us for our fixed enforcement fee guide.</p> <p>If a Defence is filed the claim will be subject to our hourly rates and we will report to you with an estimate of likely costs to trial or we can offer one of services and you pursue the claim yourself.</p> <p>Please note if your opponent is outside of England and Wales but the Court have jurisdiction over the claim, there will be further costs to pay if the court documents need to be translated or personal service is required. We will report to you in such circumstances.</p>